

North Carolina Cost Share Programs Review Summary
(month, year)

County	<u>Lenoir</u>	Date of Previous Review/Report	<u></u>
District Staff Name(s)	<u>Jesse Kirby, Seth Whaley</u>	Date	<u>4/16/18</u>
NRCS Staff Name(s)	<u>NA</u>		
Division Representative(s)	<u>Kelly Hedgepeth, Kristina Fischer</u>		
Additional Participants	<u></u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	Board meetings are the second Wednesday of every month at 5pm.					
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	They advertise on Facebook, post a sign at the office and county courthouse.					

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Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.				X	An applicant comes into office go over concerns with staff, staff makes site visit to determine if the project qualifies for cost share or just TA. Then they move forward with developing a conservation plan for those getting cost share.					
Does the district provide technical assistance without cost share funds?				X	Yes					
What type of technical assistance is provided without cost share funds?				X	Erosion control, waterways, general erosion issues					
Are applications reviewed and approved by the Board as a separate action item?				X	Yes					
Are application motions/decisions recorded in the board minutes?				X	Yes					
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice? Is your district using the self-certification for incentives form provided by the division?				X	Yes, they use the self-certification form. The staff keeps a spreadsheet with everyone and total dollars received. They call surrounding counties to see if they have had cost share and they visit the farm to see if they are currently doing the practice.					

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If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	Staff knowledge of farmers in the area and who farms together.					
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	After the ranking, the contract is developed. Staff normally take the application and contract to the same board meeting.					
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	Yes, go over the contract verbally in person and send a letter to the cooperator.					
Describe the district/board's procedure for approving supervisor contracts.				X	If there is a supervisor contract, staff announces it is a supervisor contract. Then the supervisor abstains from discussion and voting. This is noted in minutes.					
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes					
Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	Don't use CS2 to show status, but the staff has the completed folder in hand for the board to review.					
Are contracts reviewed and approved by the Board as a separate action item?				X	Yes					

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Are contract motions/decisions recorded in the board minutes?				X	Yes					
What procedures do you follow for notifying the applicant that work can begin?				X	The staff will call and provide a letter to the cooperator.					
What information do you provide the applicant?				X	The staff provides a "customer file" that includes copies of the conservation plan, contract, job sheets, designs and specifications.					
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	Most of the time the staff is on site or over the phone if there are questions during installation.					
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?				X	Yes, they use their spreadsheet and compare it to CS2.					
If 1/3 of the work has not been completed within 12 months and the cooperator requests additional time, is the district recording 6-month extensions in the board minutes?				X	Staff hasn't had to do this yet. The division recommends staff follow the commission policy: http://www.ncagr.gov/SWC/costshareprograms/documents/interim_performance_milestones_csp_contracts.pdf					

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What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?				X	Once the project is completed, check out is documented in 6 notes, JAA letters, signed job sheets and photos.					
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, this is documented in conservation plan notes, job sheets and as-builts.					
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes					
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes, Charles Hughes has been delegated signature authority (limited to the summer when there are no board meetings); these RFPs are then brought in September to board as information item. The district should update the delegated authority each year to ensure it remains current.					
Are payment motions/decisions recorded in the board minutes?				X	Yes					
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DEQ.				X	Staff will check but believe farms fall under DEQ regulations.					

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How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (See Spot Check Policies for each program)				X	This hasn't been an issue for current staff, but understand policy and will be sure they follow it in the future.					

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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation." How does your district notify individuals that have destroyed or mismanaged a BMP?				X	Staff has not had to do this. The division recommends following the SWCC policy to ensure all non-compliance issues are resolved: http://www.ncagr.gov/SWC/costshareprograms/documents/noncompliance_jan2014.pdf					
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	They would notify the board by email or during the next scheduled board meeting. The division cautions doing any business or discussion over email as this may interfere with public meeting laws.					
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Staff has not had to do this.					
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Staff has not had to do this.					
Is the district notifying the division of non-compliance and resolutions?				X	Staff has not had to do this. But will follow the compliance policy.					

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Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	Staff takes the information off CS2 and puts it on a printed spreadsheet for the supervisors.					
Does your district meet the requirements set forth in the LGBFCA (Local Government Budget and Fiscal Control Act)? (see district WIKI for compliance dates)				X	All the funds are run through the county. About to get a new county manager, but meeting with the transition team to be sure they can keep the funds going through the county.					
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The funds are run through the county, staff keeps a spreadsheet of the funds, the county does the audit and are currently being audited.					
Who in the office does work for Cost Share Programs?				X	Jesse Kirby, Seth Whaley, NRCS staff.					
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Matching funds run through the county and staff track the funds through a spreadsheet.					
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)				X	Staff currently doesn't have any JAA but are working on getting JAA for common practices.					

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Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 54-2015-013 Applicant Name: Dietrich Kilpatrick BMP: Precision Nutrient management <i>Insert Picture</i>				X	Division reviewed records and file. No site visit was necessary.		X			
General Contract Summary										

Date Apr 16, 2018	District Lenoir	Contract Number 54-2010-501
Cooperator's Name City of Kinston	Contract Number 54-2010-501	Best Management Practice Pet Waste Receptacle
If additional BMPs or TA is needed please explain. Maps need to be updated as to the locations of the pet waste receptacles.	Is the BMP in compliance? Needs maintenance	Notes The bag dispenser has been removed from the receptacle in the park. Bags were empty in 4 out of 5 stations in the dog park.
Division Findings Recommendation- District Response Required	District Response	Date Response Accepted

Photo



Date Apr 16, 2018	District Lenoir	Contract Number 54-2011-005
Cooperator's Name Frank Sutton	Contract Number 54-2011-005	Best Management Practice Waste Application System
If additional BMPs or TA is needed please explain.	Is the BMP in compliance? In-compliance	Notes
Division Findings No Concern/Not Applicable	District Response NA	Date Response Accepted

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Date Apr 16, 2018	District Lenoir	Contract Number 54-2014-002
Cooperator's Name Duff	Contract Number 54-2014-002	Best Management Practice Cropland Conversion -Grass
If additional BMPs or TA is needed please explain.	Is the BMP in compliance? In-compliance	Notes
Division Findings No Concern/Not Applicable	District Response NA	Date Response Accepted

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Date Apr 16, 2018	District Lenoir	Contract Number 54-2009-002
Cooperator's Name Ray Collier	Contract Number 54-2009-002	Best Management Practice Pasture Renovation
If additional BMPs or TA is needed please explain. Staff should monitor the progress of the sprigging to ensure a good stand of bermuda grass.	Is the BMP in compliance? Needs maintenance	Notes Staff should follow up with all contracts that were transferred from Neuse Milling to Mr. Collier. After speaking with the producer, he was unaware of the cost share contracts and when the agreements expire. Please provide Mr. Collier all contract and O & M information. Staff should be careful to correctly fill out the transfer of parties agreement and use the correct BMP.
Division Findings Recommendation- District Response Required	District Response	Date Response Accepted

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